

**STATEWIDE INSURANCE FUND**  
**One Sylvan Way, Parsippany, NJ 07054**

**June 28, 2023**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**1. Call to Order**

The Statewide Insurance Fund held an Executive Committee Meeting at the One Sylvan Way, Parsippany, NJ. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee meeting began at 10:38 am.

**Roll Call of the Executive Committee**

Thomas S. Russo, Jr., Chairman (Town of Newton) – Present  
Kevin Sluka, Vice Chairman (Borough of Somerville) – Present  
William Eagen, Secretary (Jefferson Township) –Absent  
Matt Hall (Oxford Township) – Present  
Robin Collins (Township of Chester) Present  
Kyle Harris (Garwood Borough)-Present  
Glynn Jones (Hillside Township) Present

**Alternate Executive Committee**

Richard Phelan, (Town of Clinton) – Absent  
Gian-Paolo Caminiti (Borough of Manville) Absent  
Peter DeBoer (Township of Washington) Absent

**Also, Present:**

Caroline J. Conboy, Fund Administrator  
MaryAnn Leuthe, Office of the Administrator  
Marcy Woodworth, Office of the Administrator  
Bill Ruch, SIF Safety & Loss Control  
David Berkenbush, SIF Safety & Loss Control  
Jim Philbin, SIF Safety & Loss Control  
Richard Cushing, Gebhardt & Kiefer, P.C.  
Missy Pudimott, Medlogix  
Theresa Laoudis, D&H Alternative Risk Solutions-Remote  
Tina Larsen, D&H Alternative Risk Solutions-Remote  
Janine Leahy, D&H Alternative Risk Solutions  
Kathleen Guze, D&H Alternative Risk Solutions-Remote  
Rick Hazard, D&H Alternative Risk Solutions-Remote  
Joe Faccione, Samuel Klein & Co.  
Sandra Belgrave, Samuel Klein & Co.  
Robert Butvilla, Supplee, Clooney & Company  
Lindsay Travali, Acrisure  
Joseph Sabatini, Byram Township-Remote  
Tom Narolewski, Barclay Group-Remote  
Lynda Knott, Stillwater Township-Remote

**2. Secretary's Report**

Approval of the May 24, 2023, Executive Committee, Open and Closed Executive Meeting Minutes. A Motion to approve the Executive Committee Meeting and Closed Executive Meeting Minutes was made by Kevin Sluka and seconded by Kyle Harris. All in favor. Robin Collins abstained.

**3. Treasurer's Report**

a) Bill List- June 28, 2023

The June 28, 2023, Bill List was presented totaling \$636,685.03. A Motion to approve the June 28, 2023, bill List was made by Kevin Sluka and seconded by Matt Hall. A roll call vote was taken, and the motion passed.

- b) Treasurer's Report as of April 30, 2023, was included in the kit and reviewed by Joe Faccone of Samuel Klein & Company, LLP. There were no questions or comments.

Motion to approve and accept the April 30, 2023, Treasurer's Report was made by Kevin Sluka and seconded by Glynn Jones. A roll call vote was taken, and the motion passed unanimously.

#### 4. Discussion Items

A. Medlogix Savings Reports May 2023

The Medlogix Reports for May 2023 included in the agenda kit and reviewed by Missy Pudimott. There were no questions.

B. Review of Claim Payment/Settlement Authorities

<u>Claim Number</u>	<u>Date of Loss</u>	<u>Payment</u>
SWM077802-01	12/6/2021	\$ 20,100.00
SWM078210-08	1/6/2022	\$ 42,315.00
SWM060054	9/1/2017	\$ 90,606.00
GCBRI083694	4/29/2023	\$ 12,662.18
GCBYR083803	5/6/2023	\$ 5,245.23
GCPHI083914	5/10/2023	\$ 10,600.25
GCSP0083971	2/23/2023	\$ 15,625.00
GCSTI083829	3/20/2023	\$ 14,183.48
GCSEC084088-01	5/19/2023	\$ 6,135.34
GCVER083889	5/16/2023	\$ 5,425.93

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 5/1/2023 to 5/31/23 were reviewed.

- D. Loss Control Report- The Risk Management Activity Report was included in the kit with the safety meetings, trainings and onsite inspections that were completed since the last meeting. The 1<sup>st</sup> Amendment Audit power point training is ready for members. Active Shooter trainings are now being offered to members. Bill advised when inspections are done they make recommendations and are following up with members during safety meetings to see if anything has been done or if a plan is in place. Kevin Sluka suggested that a question could be added to the member safety grant application to make sure the any items are being addressed or if they have a plan is in place. The Executive Committee agreed that the change will be made on the 2024 safety grant application.

E. Administrator's Report

- The Fund's 2022 Financial audit has been completed.
- The RFP for the Asset Management is done.
- Caroline stated there are new requirements with respect to contracts with Russia and Belarus.
- Meetings have been scheduled with new member prospects.

F. Fund Attorney's Report – Dick Cushing reported on the following items:

- Cranford Claim 077249- Mr. Cushing followed up after further review and recommended abandoning subrogation.
- Hillside Claim 07996, Executive Committee authorized the Fund attorney to file a judgment on this case.
- There was a discussion regarding the fact that the Fund is not an insurance carrier, should be able to pursue subrogation against other parties protected by title 59. The Executive Committee agreed this is to be determined on a case-by-case basis.

- G. Robert Butvilla from Suplee, Clooney & Company reported on the 2022 financial audit. He stated there were no comments or recommendations. Everything went well, everyone

cooperated in process. A Motion was made to adopt resolution EC23-41 Governing Body Certification of Audit and execute the Group Affidavit, was made by Glynn Jones and seconded by Kevin Sluka. A roll call was taken; the motion passed unanimously.

H. Resolution EC23-42 Amending 2023 Fund Year Budget

A motion to adopt Resolution EC23-42 Amending 2023 Fund Year Budget was made by Kevin Sluka and seconded by Matthew Hall. A roll call was taken, the motion passed unanimously.

I. Resolution EC23-43 Amending Defense Attorneys Non-Fair.

A motion to approve Amending EC23-43 Defense Attorneys Non-Fair was made by Kevin Sluka and seconded by Glynn Jones. A roll call vote was taken, and the motion passed.

J. Safety Grants:

The following Safety Grants were included in the kit and reviewed by Bill Ruch:

- I. Pittsgrove Township
- II. Salem City -2023
- III. Sandyston Township

A Motion to approve the Safety Grants for Pittsgrove Township, Salem City, Sandyston Township was made by Kevin Sluka seconded by Kyle Harris. A roll call was taken, all in favor.

**5. Public Comment- None**

**6. Open Executive Session began at 11:28 am.**

**7. Claim Approvals**

Claim Payee Listings

Month Ending 5-31-2023.

Auto Liability	\$36,264.32
General Liability	\$61,279.63
Property	\$57,012.76
Law Enforcement	\$54,474.73
Workers Compensation	\$757,824.97

D&H Expenses

Month Ending May 31, 2023 - \$30,274.80

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Matthew Hall and seconded by Kevin Sluka. A roll call vote was taken, all in favor.

**8. Closed Session**

A Motion to come out of Open Executive Session and go into Closed Executive Session to discuss litigation claims was made at 11:30 am by Glynn Jones and seconded by Kevin Sluka. All in favor. Public Session resumed at 12:11 pm.

**9. Adjournment**

The next meeting will be held on Wednesday July 26, 2023, at One Sylvan Way, Parsippany, NJ 07054. The meeting will begin at 10:30 am.

Motion to adjourn the meeting was made by Matthew Hall and seconded by Glynn Jones. All in favor. The meeting was adjourned at 12:12 pm.

Respectfully submitted,

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Authorized Signature